



# Release Notes

## **Federal Acquisition Service (FAS) Regional Business Application (RBA) Software Version 10.7.0**

*Prepared for Contractor Users by TechFlow, Inc.*

Version 1.0

November 11, 2010

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**TASK TITLE:** General Services Administration (GSA) Pay.gov Implementation for the  
GWAC Management Module (GWAC MM)  
**DOCUMENT TITLE:** Regional Business Application V10.7.0 Release Notes  
**VERSION NO:** 10.7.0  
**DATE:** November / 11 / 2010

## 1 TASK REQUIREMENTS

### Task Client

General Services Administration (GSA)  
Federal Acquisition Service (FAS)  
Office of the Chief Information Officer  
2100 Crystal Drive, Rm 11052  
Arlington, VA 22202

### Introduction

The following Release Notes describe content to be delivered through enhancements to the Regional Business Application (RBA) software.

### Purpose

The main purpose for this release is to implement enhanced functionality to the GWAC Management Module (GWAC MM).

The previous version of the GWAC MM enabled industry partners to report on remitted contract access fee (CAF) payments online. However, the ability for industry partners to pay online through the GWAC MM was not available.

This enhancement will enable Industry Partners to make ACH debit payments online through the GWAC MM. Paper check and credit card payments processing will not be impacted by this enhancement and will be processed as they are currently done today.

## 2 UPDATES INCLUDED IN THE GWAC MM

This section provides details on updates implemented in the GWAC MM

### 2.1 Accessing the PAY Button

Industry partners are able to pay for their CAF in the following modules of the GWAC MM:

1. On the “New CAF Payment Created” Page after a CAF payment in a **pending** status has been submitted.
2. By accessing the “CAF Payment Data” Page for a CAF payment in a **pending** status.

#### 2.1.1 Accessing the PAY Button from the CAF Payment Confirmation Page

Industry Partners have the ability to pay for their CAF immediately after an un-reconciled CAF Payment has been submitted. The new PAY button appears on the ‘New CAF Payment Created’ page.

**GWAC Management Module**

You are signed in as [IT Solutions] GWAC

Guide Me • Site Help • Contact Us • Need Assistance • Log Out

**CAF Payment Data**

This information pertains to the reconciliation data needed to properly identify each Contract Access Fee (CAF) payment made by a GWAC Industry Partner Awardee and to "allocate" those payment amounts against the individual task orders the payment comprises of (i.e. actual payments usually represent contributions from multiple task orders). Therefore, each CAF payment remitted by a GWAC Industry Partner Awardee must be reported in this way. However, keep in mind that payments can only be combined for task orders that have been reported in this system. For further information regarding the ACH payment information packet please [click here](#).

Remit Date: 10/28/2010

Voucher Number: 1234

Total CAF Payment Amount: \$100

**CAF Payment Allocations** Allocated: \$100.00 / Remaining: \$0.00

Order Number	Total Obligated/Funded Amount	Last Invoice Date	Invoiced Amount	CAF Payment Reported	CAF Payment Received	Amount Allocated
111	\$12,652,093.97	02/06/2009	\$6,086,945.26	\$45,752.10	\$45,652.10	\$100

Add CAF Payment Allocation for Order Number: [ ] Add

Submit Cancel

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**GWAC Management Module**

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**New CAF Payment Created**

Thank you for reporting your Contract Access Fee (CAF) payment to the GSA Office of GWAC Programs. Because there is often a delay between your remit date and the actual date the funds are posted to our financial ledger, the payment you just reported will generally show an initial "pending" status among your [list of payments](#). When the payment is properly identified, the status will change to "reconciled."

We monitor these "pending" payments very closely. If after several business days, the reported payment remains "pending" we may request you to validate that the payment transacted properly.

If you have any questions or concerns regarding a specific payment, please feel free to contact us proactively.  
By clicking the Pay button below, you will leave the ITSS GWAC Management Module and enter the U.S. Treasury Pay.gov website.


Pay Return to Homepage

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[Privacy Statement](#)

Figure 1: New CAF Payment Created Page

### 2.1.2 Accessing the PAY Button from the CAF Payment Page

Industry Partners also have the ability to pay their CAF by accessing a CAF payment data form in a **pending** status. The PAY button appears on the “CAF Payment Data” Page.

**GWAC**  
**Management Module**

You are signed in as

[IT Solutions](#) | [GWAC](#)

[Guide Me](#) • [Site Help](#) • [Contact Us](#) • [Need Assistance](#) • [Log Out](#)

[HOMEPAGE](#) | [ORDERS](#) | [CAF PAYMENTS](#)

### CAF Payment Data

This information pertains to the reconciliation data needed to properly identify each Contract Access Fee (CAF) payment made by a GWAC Industry Partner Awardee and to “allocate” those payment amounts against the individual task orders the payment comprises of (i.e. actual payments usually represent contributions from multiple task orders). Therefore, each CAF payment remitted by a GWAC Industry Partner Awardee must be reported in this way. However, keep in mind that payments can only be combined for task orders that have been reported in this system. For further information regarding the ACH payment information packet please [click here](#).

Status : Pending

Remit Date : 07/22/2010

Voucher Number : 1234

Total CAF Payment Amount : \$10.00

Pay

By clicking the Pay button, you will leave the ITSS GWAC Management Module and enter the U.S. Treasury Pay.gov website.

#### CAF Payment Allocations

One item found. 1

Order Number	Total Obligated/Funded Amount	Last Invoice Date	Invoiced Amount	CAF Payment Reported	CAF Payment Received	CAF Payment Amount
111	\$1,000.00	none	\$0.00	\$97.00	\$0.00	\$10.00

Created By :

Last Updated By :

Edit

Cancel

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**Figure 2: CAF Payment Data Page with New Pay Button**

### 2.1.3 Previously Submitted Payments

The PAY button will not appear for CAF payments that are in a **reconciled** status OR that are still being processed by the GWAC MM. “In Process” payments will display a “Payment Submitted” notice.

The screenshot shows the GWAC Management Module interface. The user is signed in as 'IT Solutions' under the 'GWAC' account. The 'CAF PAYMENTS' tab is selected. The 'CAF Payment Data' section displays the following information:

- Status: Reconciled
- Remit Date: 10/20/2007
- Voucher Number: Harry7
- Total CAF Payment Amount: \$1.00

Below this, the 'CAF Payment Allocations' section shows one item found:

Order Number	Total Obligated/Funded Amount	Last Invoice Date
111	\$5,424,564.44	none

At the bottom, there are fields for 'Created By' and 'Last Updated By', and a footer stating 'This is a U.S. General Services Administration Federal' with a 'Privacy' link.

Figure 3: Reconciled Payment (No PAY Button)

The screenshot shows the GWAC Management Module interface. The user is signed in as 'IT Solutions' under the 'GWAC' account. The 'CAF PAYMENTS' tab is selected. The 'CAF Payment Data' section displays the following information:

- Status: Pending
- Remit Date: 09/20/2010
- Voucher Number: 1
- Total CAF Payment Amount: \$1.00

Below this, the 'CAF Payment Allocations' section shows one item found:

Order Number	Total Obligated/Funded Amount	Last Invoice Date
111	\$10,000.00	09/30/2010

At the bottom, there are fields for 'Created By' and 'Last Updated By', and a footer stating 'This is a U.S. General Services Administration Federal' with a 'Privacy' link. A 'Payment Submitted' button is visible in the status area.

Figure 4: In Process Payment (No PAY Button)

## 2.2 Paying for the CAF

### 2.2.1 Warning Message

When a user selects the PAY button, a warning message will display. The purpose of this message is to inform the user not to proceed if the CAF was paid using an alternate method (e.g., mailed check).

Failure to observe this warning may cause duplicate payments within the system.

Users should click “OK” on the warning message if they wish to proceed with creating an online payment.

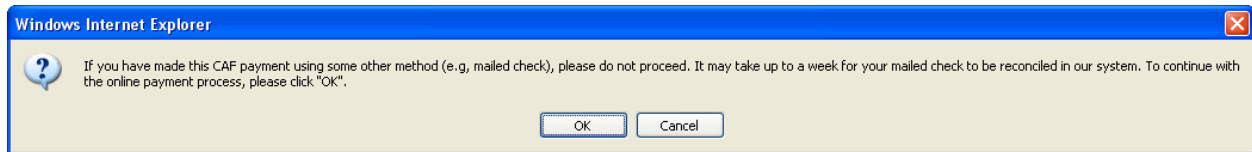


Figure 5: Warning Message Prior to Accessing Pay.Gov

### 2.2.2 Payment Form in Pay.Gov

By clicking OK on the Warning Message, users will be redirected to a payment form on the Pay.Gov site where they will be required to populate payment information. The payment amount will not be editable and will match the amount that is on the CAF payment in the GWAC MM. When all relevant payment information has been entered, the user has the option to click the “Continue with ACH Payment” button.

A screenshot of the Pay.Gov Online Payment form. The title is "Online Payment" with a link "Return to your originating application". The step is "Step 1: Enter Payment Information" with a progress indicator "1 | 2 | 3". The payment method is "Pay Via Bank Account (ACH)" with a link "About ACH Debit". A note states "Required fields are indicated with a red asterisk \*". The form fields are: Account Holder Name (TEST), Payment Amount (\$10.00), Account Type (Personal Checking), Routing Number (042000424), Account Number (1234123445), Confirm Account Number (1234123445), and Check Number (1). Below these fields is a diagram showing the routing number, account number, and check number fields. The Payment Date is 10/28/2010. At the bottom, there is a note: "Select the 'Continue with ACH Payment' button to continue to the next step in the ACH Debit Payment Process." and two buttons: "Continue with ACH Payment" and "Cancel". A yellow note at the bottom states: "Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible."

Figure 6: Pay.Gov Payment Information Form with “Continue with ACH Payment” Button

Upon selecting the “Continue with ACH Payment” button, the user will be required to accept the authorization and disclosure agreement prior to payment submission. Additionally, users have the option to receive an email confirmation receipt of the transaction.

**Online Payment** [Return to your originating application](#)  
**Step 2: Authorize Payment** 1 | 2 | 3

**Payment Summary** [Edit this information](#)

Account Holder Name: TEST  
Payment Amount: \$10.00  
Account Type: Personal Checking  
Routing Number: 042000424  
Account Number: \*\*\*\*\*3445  
Check Number: 1  
Payment Date: 11/01/2010

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:   
Confirm Email Address:   
CC:  Separate multiple email addresses with a comma

**Authorization and Disclosure**  
Required fields are indicated with a red asterisk \*

I agree to the authorization and disclosure language. ☒ \*

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

[View Authorization and Disclosure in a separate window.](#)

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Figure 7: Pay.Gov Email Confirmation and Authorization and Disclosure Agreement**

Once the user clicks “Submit Payment”, the system will process the transaction. The following screen will be displayed during transaction processing.




**Figure 8: Pay.Gov Payment Processing Screen**



When payment has been processed successfully, the user will be redirected to the following confirmation page. From this page, users have the option to print the transaction receipt or return to the GWAC MM by selecting the “Return to your agency website” link.

**Online Payment**  
**Step 3: Confirm Payment** 1 | 2 | 3

Thank you.  
 Your transaction has been successfully completed.  
 It is recommended you [print a copy](#) for your records.

 [Print this window.](#)

**Pay.gov Tracking Information**

Application Name: GWAC Management Module DTE3  
 Pay.gov Tracking ID: 3FOG03TP  
 Agency Tracking ID: 714  
 Transaction Date and Time: 10/28/2010 18:29 EDT

**Payment Summary**

Account Holder Name: TEST  
 Payment Amount: \$10.00  
 Account Type: Personal Checking  
 Routing Number: 042000424  
 Account Number: \*\*\*\*\*3445  
 Check Number: 1  
 Payment Date: 11/01/2010

[Return to your agency website](#)

**Figure 9: Pay.Gov Payment Confirmation**

If the user chooses to return to the GWAC MM, a results page will display indicating that the payment request has been completed.

**GWAC Management Module**  
 GSA You are signed in as IT Solutions GWAC

**HOMEPAGE ORDERS CAF PAYMENTS**

**Caf Payment Remittal Results**

Payment Status: Completed  
 Payment Amount: \$10.00  
 Payment Type: DirectDebit  
 Remit Date: 2010-10-28  
 Tracking Id: 719

**CAF Payment Allocations**  
 One item found.1

Order Number	Total Obligated/Funded Amount	Last Invoice Date	Invoiced Amount
111	\$0.00	none	\$0.00

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**Figure 10: Return to GWAC MM - Payment Confirmation**

### 2.2.3 Confirmation Email

If the option to receive email confirmation was selected during the ACH Payment process, the user will receive an email message similar to the display below confirming successful transaction completion.

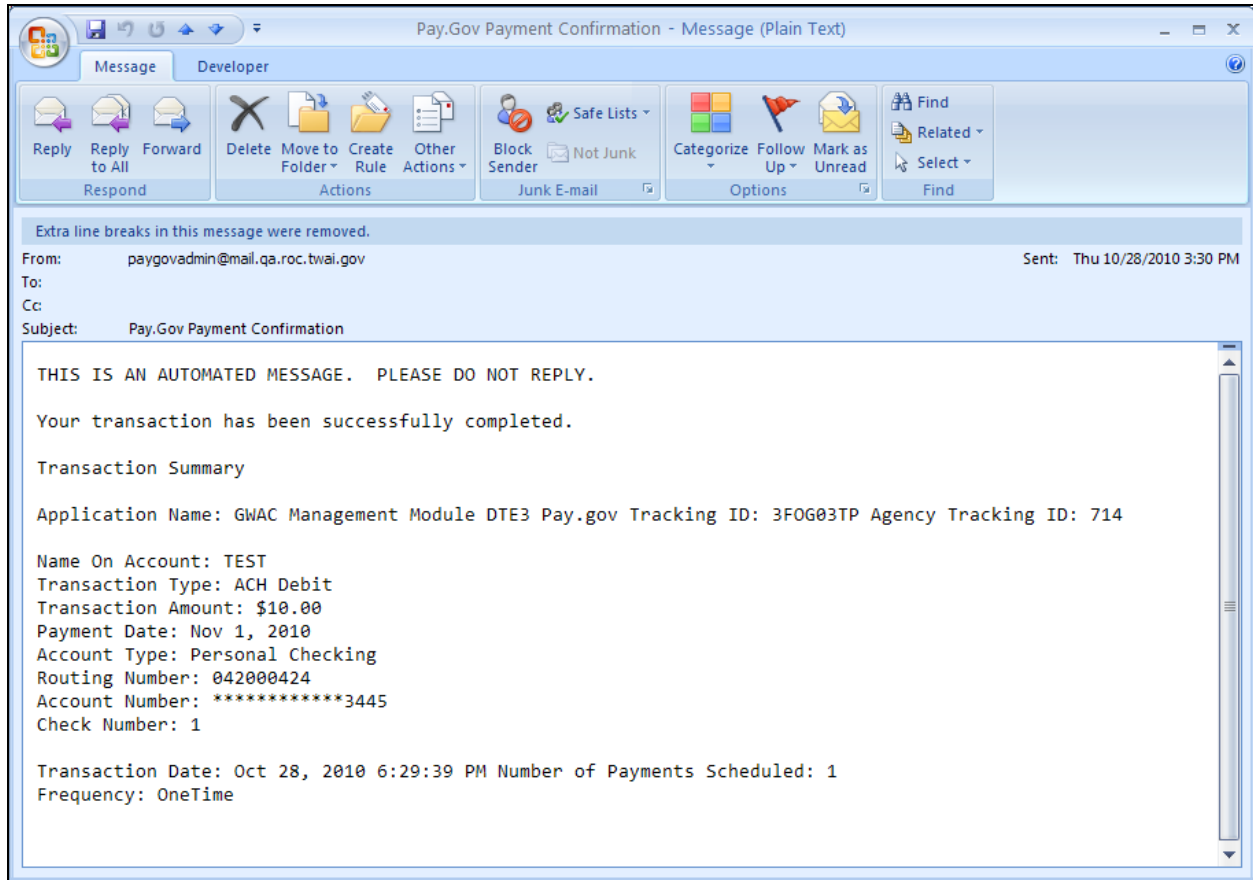


Figure 11: Confirmation Email Sent from Pay.Gov

## 3 FOLLOW-ON SUPPORT

If assistance is needed with the GWAC MM, users are encouraged to call 1 (877) 243-2889, option 1.